

MILK CALCULATION TABLE

The optional milk calculation table is a Best Practice and can be used as a good internal control and edit check to help assure sufficient milk is being purchased for the meals planned and served. The table can be used in the following ways:

- 1. Utilize as a planning tool.** Calculate how much milk will be needed for the weeks pre-planned menus or cycle menus.
- 2. Calculate the actual amount of milk needed for all meals served for the month.** Obtain information from the daily meal production records by age group. **For Snacks**, only the number of children/adult meals where snacks were served with milk need to be counted. Use formulas in the table below to calculate the minimum amount of milk to be purchased for all meals and snacks served. Add the two totals together to get the Total of All Gallons Needed, for the week if doing weekly, or for the month. If doing weekly, add all totals together & enter in the Grand Total All Weeks.
- 3. For use as a quick edit check at the end of the month.** If the center's largest population is 3-5 year olds, and the 1-2 year old & 6-12 year olds balance each other out for breakfast, lunch, and dinner, enter the total number of B, L, & D's from the monthly claim in the 3-5 year old column. Divide the total claimed by 21.3 to get the approximate number of gallons of milk that need to have been purchased. If the center claims infants, make sure to deduct their numbers. **For Snack-** 1-5 year olds are served the same portion (except for cereal). Snack figures will need to be the **actual numbers** by the "two" different age groups, see snack table for the formula's for 1-5 and 6-12 year olds. Only the number of children/adult meals where snacks were served with milk need to be counted.

Compare the number of gallons purchased against the total number approximately needed. If gallons purchased is less, follow instructions in #2 to calculate actual gallons needed. This may be an indicator that milk receipts are missing and need to be found to avoid an over claim or insufficient milk was purchased. If the center has a high number of 1-2 or 6-12 year old children, use actual numbers to calculate.

The following table can be used to calculate the monthly or each week individually for the month, then give the grand total of gallons needed:

(Enter the total number of B, L, D's for each age group: 1-2 divide meals by 32; 3-5 divide meals by 21.3; 6-12 divide meals by 16); Total

(Enter the total number of Snacks served/planned with milk for each age group: 1-5 divide meals by 32; 6-12 divide meals by 16); Total; Total all gallons needed

MILK	1-2 yrs.	3-5 yrs.	6-12 yrs.	B,L,D ttl gal needed
# meals				
# gal needed				

Obtain the above information from the daily meal production records

SNACK	1-5 yrs.	6-12 yrs.	Snacks with milk ttl gal needed
# meals			
# gal needed			

Total All Gallons Needed

(Enter the total number of B, L, D's for each age group: 1-2 divide meals by 32; 3-5 divide meals by 21.3; 6-12 divide meals by 16); Total

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# meals			
# gal needed			

Total All Gallons Needed

GRAND TOTAL ALL WEEKS

Gallons purchased should always be more than the minimum amount needed for meals to account for spillage, seconds served, and milk used in meal preparation.